



Office of Pharmacy Affairs  
340B Database

# **Getting Started Guide for Public Users**



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## Introduction

Welcome to an introduction to the Office of Pharmacy Affairs (OPA) 340B Database for public users. This document provides a list of guides for public users to help you learn how to use the 340B Database. You will find a user guide for any task you want to perform. Each guide listed is a link to that guide for easy access.

340B Database system user guides are categorized by function. Click one of these links or scroll down the page to access the guides that apply to each function:

[Covered Entities User Guides](#) (page 1)

[Contract Pharmacies User Guides](#) (page 2)

[Manufacturers User Guides](#) (page 2)

[Reports/Files](#) (page 3)

[How the Home Page Is Organized](#) (page 4)

[340B Database System Times Out](#) (page 10)

[Logging In](#) (page 10)

This document also introduces the 340B Database home page—how it is organized and how to navigate the application to find important information.

## Public User Guides

The user guides listed below are grouped by function to help you learn how to use the 340B Database:

### Covered Entities User Guides

These user guides describe how to perform the Covered Entities tasks:

<b><u>Covered Entity Options</u></b>	<b><u>Descriptions</u></b>
<ul style="list-style-type: none"><li>• <a href="#">Searching, Viewing, and Exporting Covered Entity Data</a></li></ul>	This guide describes how to search for a covered entity, review a covered entity's information, and export covered entity data to an Excel spreadsheet.
<ul style="list-style-type: none"><li>• <a href="#">Registering a Covered Entity / Outpatient Facility</a></li></ul>	This guide describes how to register an entity in the 340B Database and provides instructions about supporting documentation needed to complete the registration in certain cases.

### **Covered Entity Options**

- [Submitting a Change or Termination Request](#)
- [Recertifying/Decertifying a Covered Entity](#)

### **Descriptions**

This guide describes the steps on how to successfully submit a change request and how to terminate a covered entity that will no longer participate, or is no longer eligible to participate, in the 340B Drug Pricing program.

This guide describes how to recertify or decertify a covered entity.

## **Contract Pharmacies User Guides**

These user guides describe how to perform the Contract Pharmacies tasks:

### **Contract Pharmacies Options**

- [Searching, Viewing, and Exporting Contract Pharmacy Data](#)
- [Registering a Contract Pharmacy](#)
- [Requesting a Contract Termination](#)

### **Descriptions**

This guide describes how to search for a contract pharmacy, review a contract pharmacy's information, and export contract pharmacy data to an Excel spreadsheet.

This guide describes how to register a contract pharmacy in the 340B Database.

This guide provides instructions for requesting that a contract be terminated.

## **Manufacturers User Guides**

These user guides describe how to perform the Manufacturers tasks:

### **Manufacturers Options**

- [Searching, Viewing, and Exporting Manufacturer Data](#)
- [Registering a Manufacturer in the OPA Database](#)
- [Submitting a Manufacturer Change Request Form](#)

### **Descriptions**

This guide describes how to search for a drug manufacturer, review a manufacturer's information, and export manufacturer data to an Excel spreadsheet.

This guide describes how to register a manufacturer in the 340B Database. Instructions about supporting documentation needed to complete the registration are also provided.

This guide describes how to submit a Manufacturer Change Request form to update manufacturer name, address, and contact information.

## Reports/Files

These are the reports that are available for viewing at the 340B Database:

### Reports

- [Reports/Files](#)

### Descriptions

The **Reports** page provides access to comprehensive, on-demand reports that are generated in Excel spreadsheet format:

- Medicaid Exclusion File
- Archived Medicaid Exclusion File
- Contract Pharmacy Carve-Ins
- Covered Entity Daily Report
- Contract Pharmacy Daily Report
- Manufacturer Daily Report
- Quarterly Reports

## How the Home Page Is Organized

When you first access the 340B Database, the 340B home page is displayed.

U.S. Department of Health and Human Services | HRSA | OPA | Login | Help

# HRSA Office of Pharmacy Affairs 340B Database

Home | Search | Register | Change Request | Reports/Files

**WARNING:** Due to holidays the Covered Entities registrations may be delayed and shall be made available for an extended week in Jan 2016!!!!. Once confirmed the exact date and time of availability shall be notified to all covered entities who are part of 340B program. This applies only for the first quarter of 2016. This will not be applicable for future quarters unless notified via emails / letters. All parent entities are required to send a notification on this to their respective child entities.

## Welcome to 340B Drug Pricing Program Database

### WHAT WOULD YOU LIKE TO DO?

- Search
- Register
- Change Request
- Reports/Files

### HAVE QUESTIONS?

Contact the 340B Prime Vendor

- ApexusAnswers@340Bpvp.com
- 1-888-340-2787
- www.340bpvp.com

8AM-5PM CT Mon-Fri

### INTERESTED IN LEARNING MORE?

You are entering an official US Government computer network! NEVER save your user-ID or password when accessing this system (especially on non-government computers). Please Note: You are entering an official United States government system, which may be used only for authorized purposes. This system may contain nonpublic HRSA information within the meaning of 12 CFR 4.32(b) that is subject to use and disclosure restrictions specified at 12 CFR 4.37. The unauthorized use or disclosure of nonpublic HRSA information or the unauthorized modification of any information stored on this system may result in criminal prosecution or administrative proceedings.

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0327. Public reporting burden for this collection of information is estimated to average one to two hours per response for registration and thirty minutes for recertification, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10-29, Rockville, Maryland, 20857.

November 19, 2015 9:49 AM ET ApexusAnswers@340bpvp.com | 1-888-340-2787 OMB Number: 0915-0327, Expiration: 09/30/2018

Ask Questions | Viewers & Players | Privacy Policy | Disclaimers | Accessibility | Freedom of Information Act | No Fear Act | USA.gov | WhiteHouse.gov | Recovery.gov

Now let's take a look at the 340B Database home page, how it is organized, and what useful information you can access.

## Keyboard Navigation

When you first access the 340B Database, the focus will be on the URL of the home page. As an alternative to pointing and clicking using a mouse, you can use the **Tab** key to navigate through the items on the page and press the **Enter** key to select an item.

On the top menu bar, use the arrow keys to select a tab and display its options and the **Enter** key to select an option.

## Page Header

The page header appears at the very top of the 340B home page. It contains links to other HHS sites, as well as a **Login** link for OPA internal users and a **Help** link that opens a page to help you find technical support and get answers to your questions.



<u>Useful Links in Page Header</u>	<u>Descriptions</u>
<ul style="list-style-type: none"><li>• <b>Department of Health &amp; Human Services</b></li></ul>	Selecting this link takes you to the HHS home page at <a href="http://www.hhs.gov">http://www.hhs.gov</a> .
<ul style="list-style-type: none"><li>• <b>HRSA</b></li></ul>	Selecting this link takes you to the main Health Resources and Services Administration site at <a href="http://www.hrsa.gov">http://www.hrsa.gov</a> .
<ul style="list-style-type: none"><li>• <b>OPA</b></li></ul>	Selecting this link takes you to the HRSA 340B Drug Pricing Program home page at <a href="http://www.hrsa.gov/opa/">http://www.hrsa.gov/opa/</a> .
<ul style="list-style-type: none"><li>• <b>Login</b></li></ul>	Public users need to log in only for recertification through an emailed link.
<ul style="list-style-type: none"><li>• <b>Help</b></li></ul>	Selecting the <a href="#">Help</a> link opens a page to help you find technical support and get answers to questions, including links to <i>Apexus Answers</i> for customer service support, Frequently Asked Questions (FAQs), and information about the Medicaid Exclusion File.
<ul style="list-style-type: none"><li>• <b>HRSA Office of Pharmacy Affairs 340B Database Logo</b></li></ul>	Selecting the 340B Database logo from any page in the system will return you to the 340B Database home page.

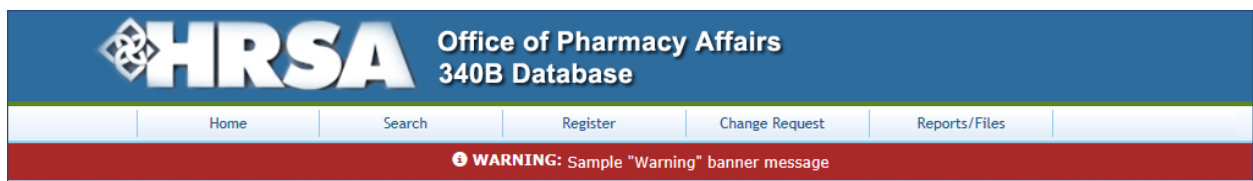
## Top Menu

Below the page header is a row of drop-down menus that link to the tasks you can perform as a user of the 340B Database. These menus group the tasks associated with the 340B Database business functions. If you are using the **Tab** key to navigate the page, use the arrow keys to select a tab and display its options and the **Enter** key to select an option.



## “Alert” and “Warning” Banner Messages

A banner message may appear beneath the navigation menu to inform you of important information from the OPA System Administrator. “Alert” messages appear on a yellow background, while “Warning” messages appear on a red background. These messages only appear on the home page.



## “What Would You Like to Do?” Section

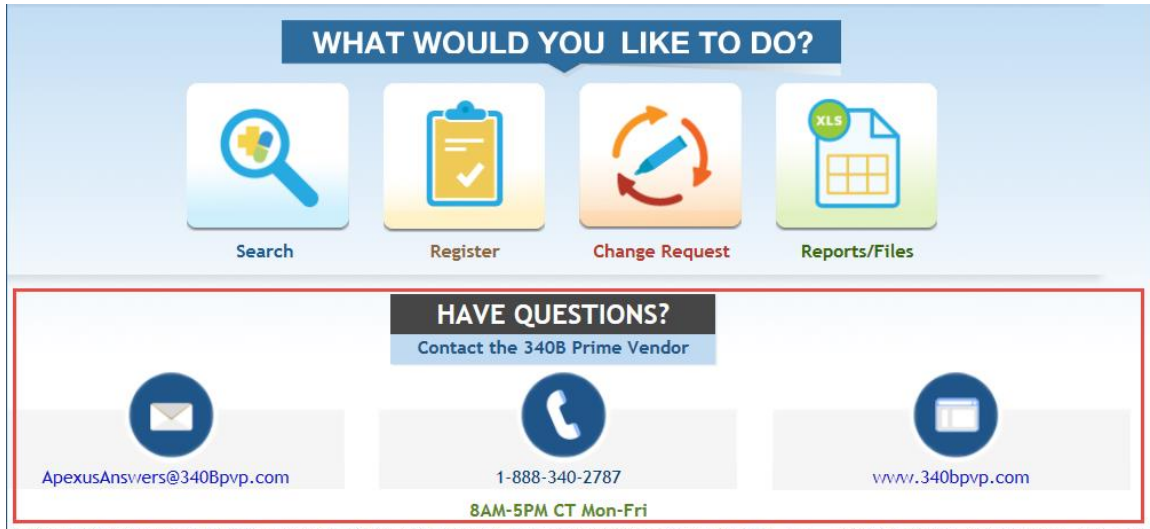
Selecting an icon in this section takes you to another page that provides the same choices as the corresponding area of the top menu.





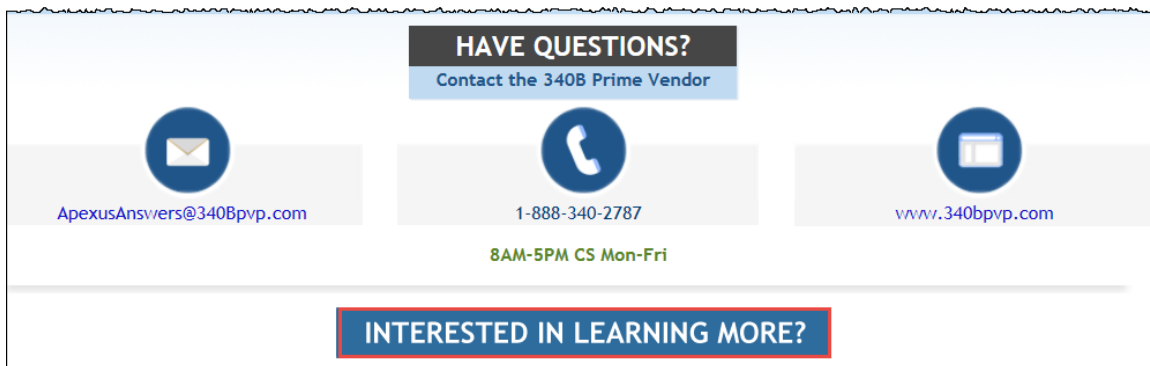
## Have Questions?

The **“Have Questions?”** section appears in the middle of the home page. It provides an email link to *Apexus Answers* and their telephone contact information, as well as a link to the 340B Prime Vendor Program website.



## Interested in Learning More?

At the bottom of the home page, the **INTERESTED IN LEARNING MORE?** button provides links to the **Useful Links** page, which contains important supplemental information for getting the most out of the 340B Database.



## 340B Useful Links

Selecting the **INTERESTED IN LEARNING MORE?** button displays the **Useful Links** page, which provides access to help and reference materials for the 340B Database.



### Useful Links on Home Page

- **Help**
- **User Guides**
- **Forms**
- **Termination Codes**
- **Covered Entities Acronyms**
- **Notes**

### Descriptions

Selecting the [Help](#) link opens a page to help you find technical support and get answers to questions, including links to *Apexus Answers* for customer service support, Frequently Asked Questions (FAQs), and information about the Medicaid Exclusion File.

These user guides will assist you in getting the most out of the 340B Database application. For links to individual guides grouped by function, see the [Public User Guides](#) section above.

While many requests can be performed online, these links allow you to print forms that that cannot be submitted electronically.

340B database [termination codes](#), both active and inactive.

This link allows you to view a [list of acronyms](#) used in the OPA 340B program.

The **Notes** page describes [enhancements made to improve the 340B Database](#).

Clicking the [340B Program Updates](#) button displays a page that provides links to keep you up to date on news and important notifications about the 340B Database.

## 340B Program Updates

Clicking the **340B Program Updates** button displays a page that provides information to keep you up to date on news and important notifications about the 340B Database.

The screenshot shows the HRSA Office of Pharmacy Affairs 340B Database homepage. The navigation bar includes links for Home, Search, Register/Recertify, Change Request, and Reports. The 'What's New' section, highlighted with a red box, contains a list of updates from 2008 to 2012, including changes to covered entity details, pharmacy comments, and registration fields. The 'Important Notifications' section, also highlighted with a red box, contains an update for covered entity/contract pharmacy registrations, stating that the system is unable to print confirmations and that supplemental documentation must be submitted. A table at the bottom of the notifications section lists registration types, email addresses, and fax numbers.

Registration Type	E-mail address	Fax
Disproportionate Share Hospitals	340BRegistrationDSH@hrsa.gov	301-443-0571
Critical Access Hospitals	340BRegistrationCAH@hrsa.gov	301-443-0572
Sole Community Hospitals	340BRegistrationSCH@hrsa.gov	301-443-0573
Rural Referral Centers	340BRegistrationRRC@hrsa.gov	301-443-0574
Freestanding Cancer Hospitals	340BRegistrationCAN@hrsa.gov	301-443-0575
Pediatric Hospitals	340BRegistrationPED@hrsa.gov	301-443-0576

### Useful 340B Program Links

- **What's New**
- **Important Notifications**

### Descriptions

Displays information pertaining to 340B Database enhancements and program announcements.

Displays notifications regarding registration and record maintenance functions, database performance alerts, and additional OPA contact information.

## Page Footer

The footer on each web page provides the current date, 340B program contact information (email address and phone number) and the OMB Number and its expiration date.

There are additional links to a comments and feedback form, the HHS plug-ins page, the HHS privacy policy notice, HHS website disclaimers, the HRSA website accessibility page, the HRSA Freedom of Information Act page, and the HRSA No Fear Act. There are also external links to USA.gov, Whitehouse.gov, and Recovery.gov.

### Useful Links in Page Footer

- ***Ask Questions***
- ***Viewers & Players***
- ***Privacy Policy***
- ***Disclaimers***
- ***Accessibility***
- ***Freedom of Information Act***
- ***No Fear Act***
- ***USA.gov***
- ***Whitehouse.gov***
- ***Recovery.gov***

### Descriptions

Selecting this link takes you to the [340B comments and feedback form](#).

Selecting this link takes you to the [HHS Plug-ins](#) page.

Selecting this link takes you to the [HHS Privacy Policy Notice](#).

Selecting this link takes you to the [HHS Web Site Disclaimers](#) page.

Selecting this link takes you to the [HRSA Website Accessibility](#) page.

Selecting this link takes you to the [HRSA Freedom of Information Act](#) page.

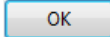
Selecting this link takes you to the [HRSA No Fear Act](#) page.

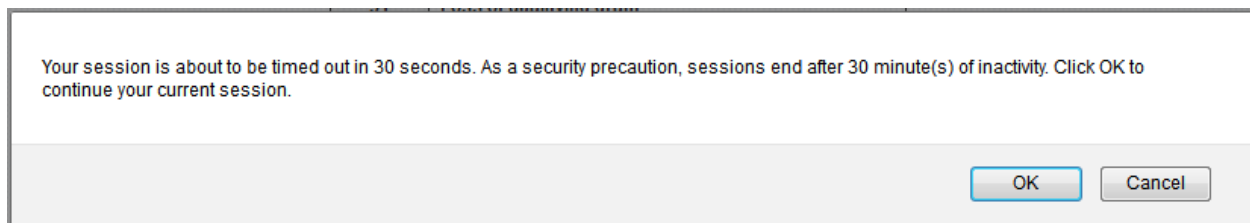
Selecting this link takes you to the [USA.gov](#) home page.

Selecting this link takes you to the [Whitehouse.gov](#) home page.

Selecting this link takes you to the home page for the U.S government [Recovery Accountability and Transparency Board](#)

## 340B Database System Times Out

Your 340B Database system sessions time out after 30 minutes of inactivity. A reminder pop-up window displays a message that the session is about to time out. Click  for your session to remain active.



## Logging In

Although the header bar contains a login link, public users are not normally required to log in. Having the OPA web address is enough to access the site and most its features. Login is only required for recertification.



**Note:** Bookmarking the OPA Database is a timesaving way to return to it.